

Killeen Adventist Junior Academy

Student Handbook

Mission Statement

It is our desire that each student will develop a character fit for a life of service to Christ and to all humanity.

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ABOUT OUR SCHOOL

Killeen Adventist Junior Academy, (KAJA) opened its doors as a Christian education institution in the fall of 1971. It began with community volunteers building two classrooms. In 1982, two additional classrooms were added and curriculum was offered for grades 1-9. One year later, in 1983, a gymnasium with indoor sports equipment, a stage for school productions, shower facilities, a cafeteria, and additional classrooms completed out current complex.

Today, Killeen Adventist Junior Academy continues to serve as a private co-educational school owned and operated by the Texas Conference of Seventh-day Adventists. It is accredited by the Southwestern Union Conference of Seventh-day Adventists and the Texas Education Agency and offers an education from Pre-Kindergarten through grade ten.

The policies, regulations, and general management of our school are determined by the guidelines set by the Texas Conference of Seventh-day Adventists and the Southwestern Union and implemented by the school board chosen from the Killeen Seventh-day Adventist Church.

Students from the Killeen Seventh-day Adventist Church make up the majority of the school's population. However, a growing number of community students and parents are finding our curriculum stimulating, both academically and spiritually. KAJA remains dedicated to the task of providing each child with a valuable educational experience by fostering growth and development in every aspect of a child's life.

Our school is just one of over 4,300 schools, colleges, and universities operated by the Seventh-day Adventist church, which has the largest world-wide Protestant school system. Integrated within this school's teaching are the fundamental teachings of the Seventh-day Adventist church. These include:

1. Belief in the Holy Scripture, both Old and New Testaments, as the written Word of God.
2. The Trinity of God - the Father, God the Son, and God the Holy Spirit as three co-eternal Persons united as one, that God the Son came to Earth in human form as our savior.
3. That Humanity is involved in a great controversy between Christ and Satan.
4. Belief in the life, death, and resurrection of Christ.
5. That Salvation is a gift of God given freely to all who believe in Jesus Christ.
6. Baptism by immersion is an outward expression of a spiritual death to sin and resurrection to a new life of God.
7. The observance of all God's commandments including the Sabbath day from sundown Friday to sundown Saturday.
8. That God bestows spiritual gifts to every member of His church. One of these gifts is the Spirit of Prophecy as exemplified by the writings of Ellen G. White.
9. The Church is the organized body of believers whom Christ commissioned to carry the gospel to every nation, kindred, tongue, and people.
10. That we are stewards in all God has entrusted to our care. We acknowledge this by our service and returning of our tithes and offerings.
11. That we are called to a lifestyle that will reflect the principles of Heaven with respect to our health, appearance, and conduct.

12. That death is an unconscious state for everyone until the righteous are resurrected by our Lord at His coming and the wicked are resurrected at the end of the Millennium to receive everlasting judgment.
13. That Jesus is coming a second time to take all the righteous to Heaven.
14. That this earth will be recreated as an eternal home for the redeemed.

Each faculty member at KAJA is dedicated to teaching and upholding these basic beliefs as a part of the education of the whole person so that every student may be “thoroughly equipped for every good work”.

The Killeen Seventh-day Adventist Church feels Christian education is of utmost importance and therefore has made the commitment of financial support via a subsidized budget. Donations to Killeen Adventist Junior Academy help keep tuition expense to a minimum.

PHILOSOPHY AND OBJECTIVES

To Seventh-day Adventists, true education goes far beyond the confines of the classroom. It involves a cooperative effort between the home, the church, and the school. It means much more than a preparation to meet the challenges of life on the earth. It integrates a balanced development of four primary aspects of a child's life: mental, physical, spiritual, and social.

It is our purpose at KAJA to provide a sound, Christ-centered, uniquely Seventh-day Adventist education. Each student is taught to cherish the practical teachings of the Bible and the Spirit of Prophecy, maintaining at the same time a high degree of academic excellence.

We believe that every member of the Seventh-day Adventist Church should be involved in the education of our youth, who are the future of the church, and that they should support it not only with their prayers, but also with their financial means.

Based on this philosophy, it is our conviction that Killeen Adventist Junior Academy has been ordained by God and commissioned to fulfill the following objectives:

1. Lead every student to accept Jesus Christ as his/her personal Savior.
2. Guide each student to develop a daily devotional life.
3. Develop a love and respect for God's Word and the Spirit of Prophecy.
4. Teach the essential doctrines of the scripture and how to share them in a Christ-centered way.
5. Teach students the science of salvation and how they can overcome sin through Jesus.
6. Encourage useful work experience.
7. Promote open communication between teachers, students and parents giving all a voice in the planning and problem solving process.
8. Guide in one's selection of appropriate attire and in one's personal appearance.
9. Help students to understand and appreciate the Biblical principles of nutrition and to choose a lifestyle in harmony with them.
10. Provide recreation as much as possible in an outdoor environment.
11. Provide a program of positive discipline to encourage self-government.
12. Develop an appreciation for music that honors God.
13. Promote a learning environment in the classroom that is conducive to the highest levels of academic achievement.
14. Provide habits of exercise and hygiene in caring for the body as the temple of the Holy Spirit.
15. Provide opportunities for students to socialize in a manner that will draw them closer to each other as brothers and sisters in Christ and closer to His church family.

Suggestions to help your child succeed in school:

Good discipline originates in the home. The parent is the first teacher of his/her child and should develop in him/her good behavior habits and proper attitudes toward school. A parent should follow the following guidelines:

1. Recognize that the teacher represents the parent while your student is in school
2. Teach your child respect for law, authority, and the rights of others, private and public property, and reverence towards God.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of your child, including discipline.
5. Talk with your child about school activities; show an active interest in his/her progress.

The home and school connection:

Here are some helpful guidelines to consider in making home life positive and constructive for success in school.

1. Encourage students to have respect for teachers, staff, school policies and rules.
2. Be sure your student schedules sufficient time for home study.
3. Be sure your student's schedule provides sufficient time for home study.
4. Have family agreements that are enforced regarding the use of the telephone or television.
5. Be sure your student is in bed each night at a proper hour to insure proper rest.
6. Provide your student with a well-balanced breakfast and lunch.
7. Have prayer with your student every morning and send them from home with a healthy positive attitude.

Nurturing good study habits:

These directives for effective study habits should be shared with your student:

1. Teach him/her to concentrate, to keep his/her mind on what he/she is doing.
2. Provide your student with a suitable, quiet place to study at home and help him/her to establish a regular study pattern or schedule.
3. Read the entire assignment rapidly for basic content and then re-read for detail.
4. Do not let study chores go until the last moment - keep him/her prompt and on schedule.

ADMISSIONS POLICY

Statement of Non-discrimination

Killeen Adventist Junior Academy admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities available.

Furthermore, KAJA does not discriminate on the basis of race, color, national and ethnic origin in the execution of its educational or admissions policy, athletics or extracurricular programs.

Eligibility

1. Although our school is open primarily to Seventh-day Adventist young people, it is our purpose to admit other students who desire to develop a Christian character and support the philosophy and policies established by this school.
2. We strongly urge that parents wait until their child is six years of age before entering them in Kindergarten. However, children who will be five before September 1 (birth certificate required for verification) will be admitted to Kindergarten.
3. We strongly urge that parents wait until their child is seven years of age before entering them in first grade. However, a child will be admitted if they are six (6) on or before September 1 (birth certificate or Kindergarten completion required for verification).

Admission Procedure for New Students

These steps must be completed in the order listed:

1. Complete a standard application form and submit 3 references, 2 non-family and 1 educator.
2. Interview with principal and/or teacher.
3. Take Study Island placement test for grades 3 and up.
4. Registration fee and first month's tuition is due at time of application, application will only be processed when registration fee and first month's tuition is paid in full. (Fee refunded only if not accepted.)
5. Acceptance by a vote of the School Board.

Upon acceptance all new students are placed on a 30-day probation period. At the time of the probation period the following requirements must be met to continue at KAJA:

1. Student must have displayed positive behavior.
2. Student must have shown positive academic effort.
3. Copied of birth certificate, immunizations and physical exam must be held in students file.
4. All previous academic records, including achievement test scores must have been requested from previous school.
5. Tuition and registration fees must be current.

We reserve the right to deny admission to any applicant.

Special consideration of the following students:

Board approval is necessary for accepting the following students.

1. a. Students from special education (or that will need special education on pre-admission testing.)
b. Students from a juvenile delinquent program/school/facility.
c. Students from an alternative school.
2. Appeals regarding these guidelines will be heard by the School Board.

Returning Students

1. Complete standard application forms and make financial arrangements
2. Students who have had discipline action from the previous year MAY BE placed on 30 day probation as would a new student.

ATTENDANCE POLICY

GENERAL INFORMATION

Habits of promptness and regularity are as much a part of education as are books and study. Cooperation between home and school is important in the continuing development of habits that include appreciation and respect for the time of others.

An explanation of each absence must be provided in written form.

KAJA is bound by the laws of Texas to maintain regular class attendance records. In accordance with the State of Texas Education Code 21.041, the following policy has been adopted:

- A. Except as provided below, a student may not be promoted to the next grade unless the student is in attendance for at least 85 days during a semester for ninth and tenth grades and a total of 165 days per school year for grades 1-8.
- B. The school board will review written petitions for class credit by students who are in attendance fewer than 83 days during a semester. Each case will be reviewed individually; extenuating circumstances will be considered.
- C. School staff shall establish alternative ways for students to make up work missed because of absence for extenuating circumstances, or excused.
- D. The KAJA staff will notify parents concerning the accumulation of absences.

A pupil who accumulates excessive absence per grading period may result in the lowering of grades by at least one letter grade and may ultimately result in the students failing. Please remember that all absences hinder the progress of a student.

Arrival Procedures

A student should arrive at the gym between 7:30 am and 7:55 am. Students may not arrive at school any earlier than 7:30 am. There is no teacher supervision before 7:30 am. Classes began at 8:00am.

Tardy Policy

We request all parents' cooperation in getting your children to school at the 8:00 a.m. starting time. Please allow yourself ample time to get your children to school each morning, especially when road conditions are wet and during rush-hour traffic. It is disruptive to the classroom as well as embarrassing to children when they enter the classroom late.

1. A signed note of explanation is expected when a student arrives at school from the parent to the homeroom teacher.
2. A parental note is not a guarantee of a tardy being excused, but will help the principle and school board to determine the consequence of a chronic problem in this area.

3. Three unexcused tardies will result in a \$25.00 fine and 1 hour detention after school.
4. Tardiness to class during school hours constitutes the same penalty as tardy to school.

Dismissal Procedures

School will dismiss at 3:00 p.m. Monday-Friday. Pickup will be at the north gym doors. Please get in the car-pool line for quick pick up.

Early dismissal time: 12:00 noon. (Days noted on the school calendar)

Parents are expected to notify Day-Care providers of early pick-up.

Students who remain at school 30 minutes after dismissal of school will be subject to charges listed below:

- If students are not picked up within 30 minutes of dismissal a \$25.00 fine will be charged payable then on the next morning before student returns to school.

All fines will be put into a "Special Event" fund.

FINANCIAL POLICY

The Killeen Seventh-day Adventist church feels Christian education is of utmost importance therefore has made the commitment of financial support via a subsidized budget.

TUITION POLICY

INTRODUCTION

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, Killeen Adventist Junior Academy School Board and Financial Committee has the responsibility for adopting certain policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Board to ensure that adequate financial resources are available for the school, and that enrollment is as available and affordable as much as possible to all families.

TUITION PAYMENT

I. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Payment will be submitted using the online FACTS Tuition Management Plan. Options for payment shall include:

A. **Full Payment.** Under this plan the entire amount of tuition is paid directly to the school on or before August 1. Payment must be submitted through FACTS. A 10% tuition discount will be given if the entire year is paid in full by the first day of the school year. There will be a onetime \$10 fee applied by FACTS.

B. **Semester Payment.** Under this plan the entire amount of tuition is paid in two installments due in August and January. Through the FACTS plan, there is an option that allows the family to authorize the bank to transfer the tuition payment from a checking or savings account on the 1st of the month. A 5% discount will be given for tuition paid for each semester in advance. There will be a onetime \$10 fee applied by FACTS.

C. **Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a ten month period beginning in August through the FACTS Plan. Through the plan there is an option that allows the family to authorize the bank to transfer the tuition payment from a checking or savings account on 1st of the month. There will be a onetime \$45 fee applied by FACTS.

II. Registration payment

Registration fees are due at registration or prior to enrollment. A registration fee for each student is due regardless of church affiliation or grade level. Registration fees are used to cover the cost of: textbooks, workbooks, instructional supplies, yearbook fees and library fees.

III. Multiple Child Discount

A 10% tuition discount will be given to second and subsequent children if the first child's tuition is paid in full and current.

IV. Late Registrations

A. Families registering after August 1 or on the first day of school shall be expected to fulfill their tuition obligations according to the tuition policy stated previously.

B. Tuition for students registering after the first day of school shall be prorated over the number of school days they will be in attendance, plus the registration fee.

V. Late Payments

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

B. Full Payment. When full payment has not been made by August 1, the family will be contacted by the Assistant Treasurer within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay through the Monthly Payment Plan.

C. Semester Payments. When a semester payment has not been made by August 1st or January 1st, the Assistant Treasurer will contact the family within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay through the Monthly Payment Plan.

D. Monthly Payments. School families, who choose the ten month payment plan, must pay on the 1st of every month. There will be a late fee charge of \$25 if payment is not made prior to the 15th. If the family misses a monthly payment, they will receive a letter from the Assistant Treasurer along with a late fee charge. In addition, school families who are 60 days delinquent will be informed that their child/children will be suspended according to the "Suspension" specifications of this policy.

E. Checks returned due to insufficient funds, will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 15th or 1st of the following month.) If an emergency has occurred, suitable arrangements must be made with the school office.

VI. FACTS Contract Changes

Changes can be made to the FACTS contract through the school office. A service fee of \$50 per change of status will be added to the FACTS contract after four (4) changes requested by parent/guardian. Excluded from this fee are change of address and change of bank information.

TUITION ASSISTANCE

It is the Killeen Adventist Junior Academy's desire to give all qualified students the opportunity to attend the academy and not be turned away because of economic factors. The school has established a tuition assistance program called the Student Financial Assistance to help families in need. Tuition assistance is awarded strictly on basis of need in a completely confidential process. FACTS processes the applications and information received. It is the responsibility of the applicant to submit all requested information to FACTS. Based on multiple factors, FACTS determines financial assistance eligibility. KAJA will make final financial aid determinations. Financial aid assistance is made based on funds available.

Tuition assistance determination is available through FACTS Grant & Aid Assessment. Families are to apply on-line at www.factstuitionaid.com by June 1st. Limited Tuition Assistance may be available for qualified students through the KAJA Student Financial Assistance program. PRIORITY IS GIVEN TO MEMBERS OF THE KILLEEN SDA CHURCH. PRIORITY IS ALSO GIVEN TO STUDENTS ENTERING GRADES 1 AND ABOVE.

Monies in this fund are from individual or corporate sponsorship. Monies in this fund CANNOT be donated with an individual student's name. Funds will be disbursed based on the availability of monies. The KAJA worthy student committee will meet to review each application prior to acceptance. Objective financial data should be made available upon request including: tax returns (1040's) pay stubs, monthly income/expenditure statements etc.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

SUSPENSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement that they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will be suspended from our school. All families must be current in their payment of tuition.

- A. Registration and first month tuition payment must be made by the first day of school. If not, students will not be admitted on the first day of school.
- B. Student accounts cannot be more that 60 days delinquent. If account is not made current parents will be informed that their child/children will be suspended.

- C. Students with delinquent accounts will not be given report cards and transcripts. In addition, eighth grade students will not be given their diploma.

DELINQUENT TUITION FROM PREVIOUS YEAR (S)

All previously unpaid tuition must be paid by registration day if a student is to be re-admitted on the first day of class for a new school year. Payments are made directly to the school. After the registration day, the student's enrollment position will be made available to any student on the waiting list. If payment is not possible, suitable arrangements must be made with the Finance Committee.

TUITION REFUNDS/Withdrawal

Students who withdraw and have turned in notification in writing to the principal on or before the 15th of the month, will have their tuition charges prorated through the day of their withdrawal. Students who withdraw after the 15th of the month will have their tuition charges prorated through the last school day of the month. No refund will be given for late registration, extended absences or vacation periods.

TUITION MUST BE CURRENT BEFORE STUDENT GRADES AND RECORDS WILL BE RELEASED.

ALL WITHDRAWALS MUST BE MADE IN WRITING.

Statement of Financial Responsibility

Each student is accepted at KAJA with the understanding that his or her parents or guardians are responsible for the legal aspects of his or her attendance, regardless of age. These include but are not limited to:

- 1) Payment of the account
- 2) Damage to property
- 3) Liability through altercation

Financial Contributions

If you are able to contribute financially to the Worthy Student Fund or any other project at KAJA, please contact the school principal. We appreciate your support!

DISCIPLINE POLICY

I. Behavior that leads to minor discipline procedure:

This is also not an exhaustive list, and any other behavior not considered severe may also lead to the implementation of the discipline procedures of chronic misbehavior.

1. Being sent out of the classroom, lunchroom, chapel, or any other setting for disruptive behavior.
2. Eating or chewing gum in class.
3. Disturbing learning environment.
4. Insubordination and disrespect of teacher or staff.
5. Behavior or language (i.e. teasing, belittling, sarcasm etc.) that is intentionally hurtful or humiliating.

Discipline procedures for minor misbehavior

After the second verbal warning student is moved to the first offence.

Step 1 Documentation of the first offense is sent home for parental signature and one hour detention after school.

Step 2 Automatic in school suspension for the remainder of the day. Documentation is sent home for parental signature and contact is made with the parent that day by the teacher. Incident is documented in the student's records.

Step 3 Automatic in-school suspension for the remainder of the day and out of school suspension the following day. Documentation is sent for parental signature and contact is made with the parent that day by the teacher. Teacher makes arrangement for student/parent/teacher/principal conference. Incident is documented in the student's records. (Student records may be purged at the year's end by the principal.)

Step 4 This step moves the student to 'Step 2 of the Severe Discipline Procedures'.

II. Behavior that leads to severe discipline procedures:

This should not be construed to be an exhaustive list. Any other behavior, chronic or extreme, may also lead to the implementation of the severe discipline procedures.

1. Using profane or vulgar language.
2. Engaging in lewd or suggestive conduct.
3. Dishonesty, willful deception, or cheating on any schoolwork.
4. Purposeful defacing of, destruction of, or stealing of school property or property of other persons. Malicious destruction of school property will have an automatic \$25.00 fine plus cost of restoration of all damaged property.
5. Extreme verbal abuse or any infliction of pain or discomfort to others including physical violence.

6. Experimenting or dealing with the occult, astrology, or psychic phenomenon.
7. Committing a serious breach of conduct outside the jurisdiction of the school.
8. Leaving the school grounds without the authorization of the principal or the teacher during school hours.
9. Possession of or use of any laser device.
10. A \$25.00 fine will be assessed for setting off the fire alarm for any reason except for emergencies. Any fines assessed by the fire department will be charged to the student(s) responsible.
11. Gross disrespect and insubordination of teacher and staff.
12. Consistent behavior or language (i.e. teasing, belittling, sarcasm etc.) that is intentionally hurtful or humiliating.

Severe discipline procedures

In the event that a behavior falls into a category of extremely severe or if the student shows an inability to respond to discipline, step 1-3 may be skipped.

For the following steps: Parents will be contacted, sent a discipline form detailing the offense and asked to sign it and return it to the school.

Step I The student is suspended from school for the remainder of the day. The incident is also documented in the student's record.

Step II The student is suspended from school for two days. This second incident is documented in the student's record and reported to the disciplinary sub-committee.

Step III Automatic three (3) day suspension and the student is placed on probation. Probation means that further serious offenses or a continued chronic problem in conduct will result in moving to step 4. This third incident is documented in the student's record and reported to the **disciplinary sub-committee**.

Step IV The student is suspended until a special session of the disciplinary sub-committee can meet to consider the student's continued enrollment at Killeen Adventist Junior Academy.

Step V Killeen Adventist Junior Academy reserves the right to expel a student for behavior deemed unacceptable. The behavior described in the "Severe Discipline Policy" may, at the discretion of the disciplinary sub-committee, constitute expulsion. Once a student has been expelled he will no longer be allowed on campus for any school related activity including school sponsored sports activities.

Incident report form sent to parents must be signed and returned to principal within 72 hours. If not, a delivering confirmation letter will be sent.

III. Behavior that leads to extremely severe discipline procedures:

Immediate suspension followed by disciplinary sub-committee action for resolution and documented, recorded and parent contacted.

1. Possession of, or threat to use, any form of explosive material or weaponry capable of doing bodily harm.
2. The touching of or displaying of genitals or breasts. (This also covers displaying of pornography in any form.)
3. Inflicting harm on any staff member or student through the use of physical violence.
4. The possession or use of tobacco, any alcoholic beverages, or illegal drugs.

IV. Unsupportive behavior

When a parent(s) behavior becomes so disruptive, unsupportive or threatening at school or in the school community to effect the over-all program of the school, the disciplinary sub-committee may decide to ask the parents(s) to withdraw their child from the school.

V. The Principal reserves the right to purge records of students at the year's end.

Although the above are our published guidelines, we feel that these guidelines should always be redemptive in nature.

CONFLICT RESOLUTION

The following outlines how to resolve issues in the most productive manner.

1. If a problem arises we ask all parties involved to meet and try to resolve the issue. Whether it is a teacher to parent, or parent to parent. This is the admonition, which Christ followed when he was on this earth.
2. If the problem cannot be resolved between those involved initially, either party may then go to the principal for resolution.
3. If it is not possible to resolve the issue after meeting in prayerful discussion with the initiating parties and the principal, either party may request a meeting with the school board chairperson.
4. Should a resolution still not be forthcoming, a meeting with the school board chairperson, a representative of the Texas Conference, and all others involved is in order. The initiating party must make a written request, including an outline of the problem.
5. If the issue still had not been resolved it is at this point that items may be sent to the School Board Executive Session for action. At this point a representative from the Texas Conference will also need to be present.

It is our desire that all problems be resolved through the methods employed by Christ. By coming together as Christians to calmly and rationally work out solutions, we follow Christ's example.

PERSONAL APPEARANCE

Killeen Adventist Junior Academy approaches a student's appearance from a Biblical perspective. The application of these principles in the choice of clothing and appearance is intended to de-emphasize the love of self-display and preoccupation with conformity to changing fads. While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. Below are seven principles, outlined in the Bible, that are applicable to students who attend KAJA:

1. Attractiveness
2. Modesty
3. Cleanliness
4. A clear distinction between the sexes
5. Simplicity
6. Neatness
7. Healthfulness

Uniform Policy

Dress Code

1. Socks and shoes must be worn at all times for students in Pre-Kindergarten through sixth grade
2. No wearing of jewelry is allowed. (Rings, earrings, bracelets, necklaces, etc.)
3. Only clear nail polish is allowed - no designs or substitutions.
4. Make-up is only allowed if it is not excessive and blends with natural flesh tones.
5. Hair length and appearance must reflect neatness. Extreme or bizarre styles are not allowed.
6. T-shirts or sweatshirts with slogans not appropriate to school standards are not allowed.
7. All slacks, pants, and shorts are to be modest fitting, not tight. No sagging or extremely loose pants can be worn. All shirts must have sleeves and students must follow dress code for free choice on Fridays.
8. Hats, headgear, or unnatural colored wigs may not be worn on campus or on field trips.
9. No bandannas are allowed on campus.
10. The KAJA Board reserves the right to make changes to the above rules anytime during the school year.

Dress Code Enforcement

1. Students are expected to dress in the proper uniform as described on p.20 of this handbook. This includes jackets, sweaters, or pull-overs worn in-doors.
2. Student arriving at school out of uniform must bring a note from parents explaining the reason. A personal note is limited to 1 per quarter.
3. If student has no parental excuse, student must go to the office to call parents to bring proper clothes.
4. If parent cannot come with proper uniform then student is in minor offence – 1st verbal warning.

We have a Uniform Profile set up with Lands End. www.landsend.com

Our preferred Lands End school provider number is #900128364

General Uniform Guidelines:

- Clothes should not be tight fitting
- The shirts are to have the school logo on the upper left hand side.
- Girls may wear mesh polo dress – pleated or flared
- 1) Color must be one of the following:
 - a) Ice Pink
 - b) Red
 - c) Royal blue
 - d) Navy blue
 - e) Light blue
 - f) Yellow
 - g) White
- With arms raised, all skin should be covered
- Cleavage should not be visible at any time
- Underwear should not be visible at anytime
- If wearing skirts/jumpers/dresses to school, gym shorts should be worn underneath for modesty
- When standing, shorts/skirt/jumper/dress should be no more than 2 inches above the knee
- If pants have loops, belts must be worn for grades 5 and up.
- Jacket or sweater worn in doors must coordinate with the uniform.
- Current KAJA dress code standards re: hair, make-up, jewelry and overall appearance continue to be in effect
- No special uniforms required for PE (upon teachers discretion).
- Teachers will decide what appropriate attire is and their decision (in conjunction with the principal) is final.

UNIFORM

	Shirts/Tops	Pants/Capri's /shorts	Jumpers/ Skirts/Dresses	Items worn over uniform shirt	Shoes	Items worn under uniform shirt
Styles	Polo (mesh or interlock) style shirt OR approved alternate styles from Lands End	Chino Blended Chino Corduroy Flat front or pleated Cargo pants Elastic waistbands	Chino Blended Chino Corduroy Polo style only with pleated skirt Must be no shorter than 2 inches above knee when standing	If worn outside only, may be any jacket. If worn all day in classroom, needs to coordinate with shirt color. No sweatshirts or hoodie without school logo. Must be sweater or fleece style.	Closed toe shoes (may wear tennis shoes). No Crocs	Tank tops, t-shirts or long sleeved shirts
Colors Must be solid- no logos, lettering, patterns, stripes etc.	Red Navy Blue Ice Pink (light pink) Chambray Blue (light blue) Cobalt Blue (Royal blue) Yellow Black White	Navy, Khaki	Navy, Khaki	Identical to uniform color	White, Black, Navy or neutral colors. Tennis shoes are encouraged.	Identical to uniform color
Friday	Free Choice	Denim in good condition	Free Choice	Free Choice	Any closed toe shoe.	Free choice

CHOIR UNIFORMS

	Shirts/Tops	Boys: Pants	Girls: Jumpers/Skirts	Shoes	Where to Purchase
Styles	Boys: White dress shirts with collar and navy tie Girls: white dress shirts with peter pan collar	Chino Blended chino Belt Mandatory	Pre-K to 2 nd : Jumpers 3 rd grade and up: Navy skirts (below knee length)	Dress shoes	Choir Jumper: French Toast Other apparel: Same as above School Day vendors
Colors	White	Navy	Pre-K to 2 nd : Navy/Gold Plaid from French Toast	Black	

CURRICULUM AND PROGRAMS

The curriculum for grades Kindergarten through nine consist of instruction in Bible study, reading, mathematics, the language arts, the sciences, social studies, art, music, and physical education. This curriculum is also supplemented by a variety of activities and learning experiences that promote Christian values in worship, service to mankind, leadership skills, and overall development of the physical, mental, spiritual, and social realms. These will be demonstrated by the following features:

1. Music Program
2. School parties/social events
3. Computer education
4. Week of Prayer
5. Special assembly programs
6. Involvement in fundraising
7. Academic award program
8. School Yearbook
9. Outdoor School (grades 5 & 6)
10. Field Trips
11. Volunteer Service Programs
12. Science Program
13. Art Program

Spiritual Guidance

Besides the daily study of the Bible and morning worship in our classrooms, the school also offers the following programs in the interest of guiding your child's spiritual growth:

1. Week of Prayer - Twice a year, KAJA invites special speakers for a week of devotional messages. These weeks are in keeping with our primary objective as a school- to lead every student to accept Jesus Christ as his/her personal savior.
2. Community Service Projects – Participation in local service projects such as food baskets for needy families and other community opportunities such as Community food Bank give our students the ability to become involved in active service for Christ/
3. Spiritual Counseling – In an effort to guide every student to understand and resolve difficult issues in life. KAJA has available for counseling its staff, ministers of the church and Christian Chaplains. Bible study classes leading to baptism are available.

Field Trips

Field Trips are planned outings taken by classes as a learning enrichment activity. Parental permission for participation in these outings is required. Parents will be given a timely notice of all field trips. The appropriate dress will be determined by teacher.

The transportation for all such trips will be in the KAJA bus, or personally owned vehicles.

School Newsletter

A weekly update will be issued on Monday to keep parents posted on upcoming events.

School Yearbook

A school yearbook serves as an enduring reminder of each year at KAJA.

School Directory

The school publishes a directory containing addresses, email addresses, and phone numbers of all students, faculty and staff members, and the school board members,

EMERGENCY PROCEDURES

STORMY DAYS:

If Killeen Independent Schools close due to inclement weather conditions, so will KAJA.

For information on school closures, listen to local radio and television for KISD's closure announcements.

Fire and Tornado Drill:

Fire/tornado drills will be conducted on a monthly basis. Teachers will review procedures of these emergency drills with students of their class. The bell system used in these drills is not to be tampered with by any student.

GRADING AND EVALUATION

The school year is divided into four quarters (or two grading periods): Two quarters make up one semester, and therefore, there are two semesters in the school year. Progress reports will be issued at the end of each quarter.

Grades will be reported in one of two ways:

Kindergarten- Grade 2
E- Excellent
S- Satisfactory
N- Needs improvement

Grade 3 and up
A- superior
B- Above Average
C- Average
D- Below Average
F- Failure

It is the responsibility of each teacher to provide parents with an ongoing report of the student's progress. Parents are welcome to discuss a child's progress with a teacher at any time. However, formal Parent – Teacher Conferences are held at the first and third quarters.

The school, in cooperation with the Texas Conference Department of Education, provides parents with achievement test results from a standardized testing program (Iowa Test of Basic Skills). These tests are administered to the students starting at the third grade level in the fall. The results of these tests are monitored by the staff, school board, and Texas Conference Office of Education to ensure academic quality in each class.

Academic Retention

Grades Kindergarten – 6

The teacher in consultation with the principal and parents will determine the passing or retention of a student. Factors that will be considered are attitude, maturity, achievement level, degree of improvement, and testing scores.

Grades 7-8

Students who fail one or two academic subjects will be required to complete a prescribed summer school program successfully prior to promotion to the next grade. Students who fail three or more academic subjects will be required to repeat the entire grade. (Academic subjects include: Bible, mathematics, reading, science, social studies, English, and spelling.)

Grades 9-10

A ninth or tenth grade student can earn a total of 7 Carnegie units. Academic subjects are worth 1 unit are: Bible, English, Algebra, Geometry, Physical Science or Biology, **PE**, History or Geography. Subjects worth ½ credit are Health, Speech, Music, **Computer Application, and Key Boarding**. A student failing a class will not be given credit for that class.

Eighth Grade graduation Recognition

There will be no 8th grade Valedictorian. Graduates will wear honor cords, as listed below.

Grade Point Average	Honor Cords
3.00-3.49	White Cords
3.50-3.69	Silver Cords
3.70-4.00	Gold Cords

HEALTH AND NUTRITION

Physical Examinations

A doctor's medical examination will be required for all new students to KAJA, kindergarten students and returning students in grades one, four, seven, and nine. Results of these examinations must be submitted to the school by the end of August.

Immunizations

A state form giving proof of compliance with immunization requirements must be submitted by the end of August for all students entering Kindergarten and first grade. All transferring students will be required to provide appropriate immunization records.

Insurance

KAJA, in cooperation with the Texas Conference of Seventh-day Adventist, offers all its students a secondary insurance coverage. If a parent does not have a primary insurance carrier, the school insurance company will make payments according to its benefit limits. A copy of this policy will be made available at the request of the parents.

First Aid

When a student is ill or has been injured, the school staff will determine if minor treatment needs to be administered or if a parent should be contacted. The school maintains a fully stocked first aid cabinet.

If a child requires medical transportation, he/she will be taken to the nearest medical facility.

If any child comes to school with bruises or tells us he/she has suffered abuse, we are obligated by law to report the situation to CPS or proper authorities.

Illness

When a student becomes ill at school, the parent will be requested to take the student home. Until the child is taken from school, he/she will be placed in a quiet place to rest. Upon notification of child's illness, parent must pick up within 1 hour.

A child who is ill should remain at home for the good of the child and his/her classmates. Please keep your student home if he/she has: High Fever, Enlarged or Swollen Glands, Sore Throat, Inflamed or Infected Eyes, Nausea, Persistent or Deep Cough, and Diarrhea. The student should not be sent back to school until he or she has been fever free for 24 hours.

Food/Lunches

1. Students **MUST** eat breakfast before coming to school.
2. Student's names should be on their lunch boxes and sacks. All lunches are to be self contained, teachers do not prepare lunches for students. All food is to be eaten in the cafeteria unless authorized by a KAJA staff member. Parents are to include all plates, forks, and spoons for their child's lunch.
3. KAJA advocates the healthful benefits of a vegetarian diet, but only prohibits students from using any form of "unclean" meat as listed in Leviticus 11. This includes all pork products and shellfish.
4. Students are not to bring drinks that list caffeinated beverages.

HOME AND SCHOOL ASSOCIATION

Welcome to Killeen Adventist Junior Academy and to the Home and School organization. All parents, guardians of KAJA students and members of the Killeen Seventh-day Adventist Church are members of Home and School. H & S sponsors a large number of activities that raise funds, support classroom learning, improve school grounds, encourage a positive learning environment, build communication between parents, teachers, principal, and community and promote fun and educational opportunities for children and families.

Volunteers are vital and always needed. Please know that any amount of time you are volunteering, whether great or small, is truly appreciated. If each of us can contribute even a short amount of time, the workload would be tremendously lighter and we can make great things happen for our children!

Some tasks are big and some are small. There are a number of activities that fit almost any schedule and each responsibility is briefly described. Dates for events are subject to change and will be published in the KAJA newsletter and/or other KAJA communications.

School Site/Improvement

1. **Goal Setting:** The committee will be active participants in helping to develop, establish, and set a priority list of needs and goals for the Home and School funds.
2. **Landscaping:** The committee will continue to enhance the school's landscaping plan.
3. **Playground:** The committee is working to see that equipment meets safety goals and challenges each student to use different muscle groups. The playground allows for imaginative play as well as physical playtime.

School Services/Classroom Support

1. **Celebration Books:** This activity is to help provide books for the library. Donations are made in honor of a student's birthday or any other special event and the new books are labeled with the student's name and birth date. The help for this committee can be done from home.
2. **Baker Team:** A volunteer list is made available of parents willing to bake who can be called by committee members when baked items are needed throughout the year for various events.
3. **Hot Lunch:** It is our commitment to serve hot lunch to the students once per week, with a goal of twice per week. Menu planning, meal preparation and clean-up are areas for volunteer assistance.
4. **Helping Hands for Art, Music, P.E., Reading and Speech:** Volunteers are needed to assist the staff either by reading with or working one-on-one with students or by preparing classroom materials at school or at home. This is very flexible to the volunteer's schedule.
5. **Staff Appreciation:** Volunteers are to plan and organize appreciation activities for the school staff throughout the year. Our goal is to have one special activity per month with the biggest efforts during staff appreciation week in May.
6. **Room Parents:** Volunteers are needed for each class to assist the teacher in planning and hosting the classroom parties (autumn, winter holiday, end of the year,

and different activities). There can be multiple room parents for each class. Help is also needed in organizing a classroom telephone tree.

School Climate

1. Field Day/School Picnic: The physical fitness day is held in the spring to promote teamwork and physical health in conjunction with the yearly school picnic. Volunteers are needed to help plan, organize, set up and clean up.
2. Open House/Ice Cream Social: This social is held in the fall and is the first family event of the year. It is a great time to enjoy ice cream and to visit with students, staff, families, and friends. Volunteers are needed to help plan, organize, setup, and serve ice cream and clean up.
3. Outdoor School: This event occurs in the spring. Volunteers are needed to accompany the children during this weeklong trip.
4. Graduation (8th grade and K): Our last event of the school year. Volunteers consist of 8th and K parents as well as other willing volunteers.

Fundraising

1. Book Fair: A sale of new books is held in the fall in the school gym. This is a great way to enrich your own library and a great way to promote reading at home. The Home and School benefits from the book sales as the school receives free books based on a percentage of sales. Volunteers are needed to set up the books, to help children find books, fill orders and work as cashiers.
2. Box Tops for Education: Students and their families save box tops with the “Box Tops for Education” logo on them from selected General Mills products, which include cereal, popcorn, Yoplait yogurt, and more. General Mills donates cash to our Home & School in return for them. A volunteer is needed to collect box tops and send them in to General Mills. Submission deadlines are October 31st and February 28th.
3. Fall Festival: This yearly fundraising event featuring games, food, raffles, and food/dessert auction items, all providing an entertaining day for the KAJA students and their families. A planning committee of volunteers is needed to plan for publicity, food, decorations, donations, games, prizes, raffle, and auction. Also, volunteers are needed to work shifts during the festival.
4. Target Credit Card Program: All the families need to do is sign up for a Target credit card; designate our school as your donor school, and then shop. A percentage (1%) of the total purchase amount charged to your Target credit card is donated back to the school by Target. A volunteer is needed to be a Target contact, promote and advertise this program to our KAJA parents and the church family and pass on promotions and information. Target School ID: 16505
5. Sweet things: During the fall semester, a big fundraiser will be cookie dough, candy or chocolate. Volunteers are needed to help with advertising, bulk sales coordination, sorting and distribution of orders once the product arrives.
6. Vegetarian Food: This is a year round fundraiser. Volunteers are needed to help advertise, update and distribute price list, sort and distribute orders once the products arrive.

7. **Eco-Recycling:** This is a year round fundraiser. Old cellular phones, ink jet printer cartridges, and DVD's can be turned in to be recycled for cash. Volunteers are needed for advertising, collection and shipment.

Community/Public Relations

1. **Advertising/Email:** This volunteer is responsible for publicizing H&S sponsored events, fundraisers, meetings via signs, mailings, newsletter, flyers, or the website
2. **School photographers:** Photographers are needed to take pictures throughout the year at special events and during classroom activities, with the consent of the teacher. Pictures can be used in the yearbook, and on the website.
3. **Bulletin Board Display:** KAJA has a bulletin board in the church for displaying home and school information; school and community notices; photos of school activities; and news for upcoming events. Volunteers are needed to decorate and update the displays periodically throughout the year.
4. **Mother's Group:** This group meets weekly at KAJA to support the stay-at-home mothers and home school families. Activities include music, tumbling, book club and various other activities. Volunteers are needed to coordinate and lead out group activities.

CARS ON CAMPUS

Students with a driver's license will be allowed to drive to school if the following requirements are met:

1. The car will be driven to school in the morning and home from school in the afternoon only. (NO leaving campus at lunch, etc.)
2. There will be a copy of the following kept on file at the school: the student's driver's license, the car's insurance policy, and parental permission to drive to school.
3. No other students (outside of immediate family) will be allowed to leave campus with student drivers, unless prior written permission is given by the parent(s) of both the student and the driver.

ASBESTOS CONTAINING MATERIALS

In 1987 KAJA along with all other Seventh-day Adventist schools in the Texas Conference of Seventh-day Adventists complied with Federal and State regulations in preparation of an Asbestos Management plan. A licensed engineering company prepared this plan. According to that report, our school has asbestos containing material in the following locations:

1. The supply closet
2. The sprayed ceiling material
3. All tiled floor space in gymnasium

Exposure to loose asbestos fibers had been determined by the E.P.A. to be hazardous to the health of individuals. Non-friable asbestos (asbestos contained in materials that cannot be crumbled by hand pressure) may be maintained safely. On the other hand, friable asbestos (crumbly type) must either be removed immediately or repaired according to specific regulations. The report indicates that the asbestos containing materials is currently in tact and is approved and is being maintained, there is with virtually no health risk at this time to anyone in the building.

TECHNOLOGY ACCEPTABLE USE POLICY

All students and teachers are encouraged to use Killeen Adventist Junior Academy's computers to improve learning and teaching through research, collaboration, and dissemination for successful educational practices, methods, and materials available through computer use.

Killeen Adventist Junior Academy's network is protected with HostBlock™ –software that restricts access to potential problem situations. Students are expected to abide by all the rules established for computer use. The terms and conditions for use of KAJA's computers are listed below:

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. Privileges – the use of Killeen Adventist Junior Academy's computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the Acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may deny a student the use of the computers at any time. The administration, faculty, and staff of Killeen Adventist Junior Academy may request the system administrators to deny, revoke, or suspend specific student's use of the computers.
3. Netiquette – You are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
 4. Be polite. Do not write or send abusive messages to others.
 5. Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
 6. Do not reveal your personal address, or phone numbers of other students or faculty.
 7. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 8. Do not use the network in such a way that you would disrupt the use of the network by other users (i.e....downloading huge files during private time; sending mass emails; annoying other users)
9. Reliability – Killeen Adventist Junior Academy makes no warranties of any kind. Whether expressed or implied. For the services it is providing. KAJA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, errors or omissions. Use of any information obtained via Killeen Adventist Junior Academy is at your own risk. Killeen Adventist Junior Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services

10. Vandalism – Vandalism will result in cancellation of privileges. For this policy, vandalism is defined as any malicious attempt to harm, disrupt or destroy data, the computers, or the network. This includes, but is not limited to, uploading or creation of computer viruses. Fines for vandalism will be determined according to the destruction of property.
11. Installation Restrictions – No software of any kind is to be loaded on a computer's hard drive without prior approval from a system administrator.
12. Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class assignment(s). The loss of privileges may not be used as an excuse for not completing the assigned class work.
13. Students are expected to exercise responsible behavior when on the network at all times.
14. Killeen Adventist Junior Academy telephones are intended for use by administrative personnel only. Students may not use the telephone without specific permission from the administrative staff.
15. The use of electronic devices such as cellular phones, iPods/MP3 players, and etc. is expressly forbidden during school hours. 1st offense, the student will lose their electronic device for one day. 2nd offense, the student will lose their electronic device for 3 days. 3rd offense, the student will lose their electronic device for one week.

INTERNET POLICY

Follow guidelines set by your teacher, school and parents. Know the rules and penalties in the schools Acceptable Use Policy (AUP).

- Do not give out personal information (last name, phone number credit card numbers, photographs, etc...) unless your parents or teachers approve.
- Report to your parents and/or teachers problems relating to offensive language, inappropriate graphics, or photographs and contacts that make you feel uneasy or uncomfortable.
- Realize that people are not always whom they say they are online and make sure you do not impersonate others in chat sessions, online discussions, email, etc...
- Do not agree to meet anyone you've met online, unless you have permission of your parents.
- Learn to search safely online for content you need and to evaluate the quality of the sources and the value of content you've found online.
- Understand that the Internet is public and whatever you publish will be available to everyone.
- Keep in mind that illegal copying relates both to copying software and to the use of printed material and graphics of others.
- Do not use other's accounts or look into others' files at home or at school.
- Remember that you will be held responsible for your actions with technologies. You may not download files or load files onto computers without permission. It is your responsibility to help keep school and home computers virus-free.
- Understand that privacy cannot be guaranteed in certain situations.
- Use common sense and good manners online.

SAFETY POLICY

To insure the safety of our students and teachers, the following guidelines will be effective immediately:

1. During the school day. Teachers will be accountable for their children at all times. Teachers will keep their children within visual sight unless they are in the restroom or have an authorized absence.
2. Children should not be left unsupervised in the restrooms for more than a short period of time. The teachers should keep tabs on the child to insure a timely return to the classroom.
3. If a teacher needs to leave the classroom temporarily, one of the neighboring teachers should be alerted to supervise the class that is unattended OR a parent/aide/secretary can be requested to temporarily supervise the class.
4. Children should not hide behind buildings during recess time.
5. Children should not enter empty rooms. Once a room is left, it should be locked. All unused rooms/spaces/closets will be kept locked until they are utilized.
6. Teachers need to provide the classroom phone number to all parents in case of emergency. Also. All parents should receive a phone list that gives phone numbers on the event that the KAJA phone system is temporarily inoperable.
7. Teachers should not leave campus during school hours unless an authorized substitute is in place for their classroom. Teacher's absences should be minimal.
8. Children should be encouraged not to bring valuables to school. If they do, they need to be aware that they are responsible for the safekeeping of the items that they bring.
9. Strict adherence to physical safety is a must. If a child is abused or threatened (verbally or physically), the teacher will take these situations seriously and deal with them accordingly to the Discipline policy of the handbook. All severe discipline matters should be documented and reported to the principal and the parents of the child involved. This document should include a summary of the incident and any relevant action taken.
10. Children should not be authorized to go home with individuals other than their parents/guardians unless prior arrangements have been made with the teacher. Parents should fill out a list of authorized individuals during registration. Any changes to this list should be submitted in writing and given to the child's teacher. Teachers should have access to copies of any orders prohibiting unauthorized individuals from coming on the school campus.
11. Children will not be authorized to walk home unless prior written arrangements have been made with the teacher.
12. Children will not be authorized to leave class during school hours unless arrangements have been made with the teacher.
13. All parties involved should adhere to these guidelines. If violations consistently occur, appropriate counseling should take place.

Dear Parent,

It is important that the family is aware of our school policy. This helps both parents and faculty during any arising situation. By signing this letter you are stating that you have read and understood the handbook. This is an important part of our registration; this letter must be signed and turned in along with your application.

I have read and understood the handbook.

Guardian Signature

Date